

QUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO.

C-10

PAGE NO. 1

Hall of Records
Commission

Requesting Agency

MONTGOMERY COUNTY DEPARTMENT OF FINANCE

2. Division or Bureau of Requesting Agency

ASSESSMENT OFFICE

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1.

LAND PLATS

Copies of land plats are received from the Clerk of Court who retains the original. The Assessment Office uses them for computing land assessments and reassessments. The plats are contained in 40 bound volumes measuring 20" x 20" and are generally 2 inches thick. The volumes are maintained by district and subdivision and occupy approximately 17 cubic feet. The annual rate of accumulation is approximately 6 linear inches (1 1/2 cubic feet).

RECOMMENDATION: RETAIN PERMANENTLY.

PERSONAL PROPERTY SCHEDULE

This file consists of the following unnumbered forms:

Schedule and Return of Tangible Personal Property (Blue)
Schedule and Return of Personal Property of Farms and Estates (White)

The forms are identical in size (11" x 17") and are folded in half forming an 8 1/2" x 11" four-sided document. For filing purposes, this form is again folded to 3-3/4" x 8". The forms must be filed annually not later than January 31 each year by the individuals or businesses affected by this assessment. In the case of the Tangible Personal Property Form, filed by businesses, a trader's license will not be issued by the Clerk of Court until the form is submitted and the previous year's taxes paid (Ch. 701 - Laws of 1947). The forms are filed alphabetically by year. The material occupies 11 drawers, triple row, (11 cubic feet) for the years 1951 to date. Records for the years 1948 through 1950 are located in the docket room and occupy 24 document file drawers (2 cubic feet). An index to this file is maintained on 3" x 5" cards (see Item 3).

*Approved Hall of
Records Commission*

*Approved Hall of
Records Commission*

7. Agency, Division or Bureau Representative

Signature

Title

APR 6 1954
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

APR 8 1954

Date

Archivist

APR 13 1954

Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. C-10

Hall of Records
Commission

PAGE NO. 2

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

RECOMMENDATION: RETAIN FOR SIX YEARS AFTER RECEIPT OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

INDEX TO PERSONAL PROPERTY SCHEDULES

This 3" x 5" (unnumbered form) index to the Personal Property Schedules indicates the name, address, tax class, assessment, and location of property. The index is filed by type of property. Farm properties cards (white) are filed alphabetically by name of owner and occupy 2 drawers. Business properties cards (blue) are filed alphabetically by name of the business and occupy 3 drawers. (A cross index - pink cards - to business cards is maintained by name of the owner and occupies 1 drawer.) A fourth section (yellow cards), corporations certified by the State Tax Commission, is filed alphabetically by the trading name of the corporation and occupies 1 drawer. A file of all inactive cards is maintained in straight alphabetical order and occupies 2 drawers. The file occupies a total of 9 drawers (1½ cubic feet) for the years 1948 to date. Cards are placed in the inactive file when a corporation or farm changes hands or becomes inoperative.

RECOMMENDATION: RETAIN IN ACTIVE FILE WHILE CURRENT, TRANSFER TO INACTIVE FILE FOR SIX YEARS AND THEN DESTROY.

CORRESPONDENCE (ASSESSMENT OFFICE)

The material in this file consists of correspondence (generally 8½" x 11") with taxpayers, State and County agencies, interoffice memorandums, letters of inquiry, etc., concerned with the functions of the Assessment Office. This material has no long term value and usually correspondence dealing with a particular subject is completed in less than a year's time. It is filed alphabetically by name of correspondent and occupies 1 drawer (1½ cubic feet) for the years 1950 to date. (Earlier correspondence is located in the Courthouse storage area and is inaccessible.) The annual rate of accumulation is 1/2 cubic foot.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CREATION OR RECEIPT AND THEN DESTROY.

PROPERTY CARDS

The material in this file consists of 8" x 10" property cards. A different type card is used for each of the three classes of property assessed. These are: zoned property, income producing (blue); farm and rural (yellow), and residential (white). The identifying information is printed on the card with IBM equipment; other assessment information is completed by the assessors at the time the property is assessed or reassessed. Information on the card is a detailed description of the land and improvements. Changes in property ownership or improvements are noted on the card at the time the Assessment Office is notified. The cards are filed by district, subdivision and account number and occupy 55 drawers (82½ cubic feet) for the latest assessment period (1953). Property assessments are made every three years. (The cards for previous assessments are located in the Courthouse storage area and are inaccessible.)

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APPROVED
BOARD OF PUBLIC WORKS
Date APR 13 1954

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO.

10

Hall of Records
Commission

PAGE
NO. 3

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

RECOMMENDATION: RETAIN IN ACTIVE FILE DURING CURRENT ASSESSMENT PERIOD. TRANSFER TO INACTIVE FILE FOR THREE YEARS AND THEN DESTROY.

6. **REPORT OF BUILDING PERMITS**

The Assessment Office receives from the Department of Inspection and Licenses a carbon copy of all building permits. This form measures 8 1/2" x 8 1/2". On the reverse of the carbon copy of the permit is a form designed for use of the Assessment Office in reassessing improvements and assessing new construction. The form, which is executed by the assessor, shows the owner's name, address, a diagram of the work, recommended assessment, date of notice of assessment and the date the assessment was entered in the tax docket. This information is also recorded on the property card (see Item 5) and the assessment is indicated on the assessment docket which is a permanent record. The records occupy 11 linear feet (5 1/2 cubic feet) for the period 1952 to date. They are filed by district, subdivision and by lot and block number therein. (Earlier reports are in the Courthouse storage area and are inaccessible.) The annual accumulation is 8 linear feet (4 cubic feet)

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

7. **INCREASES AND ABATEMENTS**

This file consists of two unnumbered forms, each 3 1/2" x 10 1/2" - Increases (blue) and Abatements (pink). The forms are used in changing the assessment. Such changes arise upon re-evaluation of the property or a court order. The forms show the name of the property owner, lot and block number, account number, description of the property, assessment information and the authority for changing the assessment docket, the IBM master deck and the tax docket. The forms are prenumbered and are prepared in duplicate. They are necessary for audit purposes. (The original is sent to the Division of Revenue and Disbursements and is the authority to change the assessment shown in the tax docket - see Schedule No. The duplicate is sent to the IBM room as authority to prepare a new master card and is then returned to the Assessment Office where it is filed chronologically. The present accumulation occupies 10 linear inches (less than 1/2 cubic foot) for the period July 1953 to date. The annual accumulation is approximately 2 linear feet (1/2 cubic foot).

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

8. **PLAT WORKSHEETS**

This is a printed unnumbered form (8 1/2" x 13") used to compute assessments. Information on the form includes plat number, subdivision, details of land and improvements, present and new assessments, recommendation of the assessor, date of approval by the Department, dates of notice and hearing and changes ordered by Tax Appeal Court if any. The worksheets are useful for five years but not thereafter. They are filed by year and plat number therein and occupy

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REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO.

C-10

PAGE
NO. 4

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

4
No.

2 drawers (3 cubic feet) for the years 1946 to date. The annual rate of accumulation is less than 1/2 cubic foot. Approximately 1 cubic foot of material will be destroyed upon approval of this schedule.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

See Statement attached

APPROVED BY
BOARD OF PUBLIC WORKS
Date APR 13 1954

McL...
Secretary